

# Workshops

## November 2015

★ **Metro Employment Center**  
720 S. 200 E. • Salt Lake City

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
Nov 2	1:00 PM–3:30 PM
Nov 17	1:00 PM–3:30 PM
INTERVIEWING SKILLS:	
Nov 3	1:00 PM–3:30 PM
Nov 12	1:00 PM–3:30 PM
Nov 19	9:00 AM–11:30 AM
NETWORKING STRATEGIES:	
Nov 16	1:00 PM–3:30 PM
*LINKEDIN #1:	
Nov 18	1:00 PM–3:30 PM
*LINKEDIN #2:	
Nov 9	1:00 PM–3:30 PM

**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**NETWORKING STRATEGIES:** Learn how to design and implement a networking plan.

**LINKEDIN #1:** Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

**LINKEDIN #2:** Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

*\*Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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Life Skills	
BUDGETING AND CREDIT:	
Budgeting - Nov 10	8:30 AM–12:00 PM - TIER 1
Credit - Nov 12	8:30 AM–12:00 PM - TIER 1
FINDING HEALTHY RELATIONSHIPS – HOW TO AVOID A JERK OR JERKETTE:	
Nov 3	9:00 AM–12:00 PM BREAK/LUNCH 1:00 PM–5:00 PM
STRENGTHENING THE COUPLE RELATIONSHIP:	
Nov 10	9:00 AM–12:00 PM- BREAK/LUNCH 1:00 PM–5:00 PM
PARENTING WITH LOVE AND LOGIC:	
Nov 17	9:00 AM–12:00 PM BREAK/LUNCH 1:00 PM–5:00 PM

**BUDGETING AND CREDIT:** Learn how to budget, save, repay debt and build credit.

**FINDING HEALTHY RELATIONSHIPS – How to Avoid a Jerk or Jerkette:** For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

**STRENGTHENING THE COUPLE RELATIONSHIP:** Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

**PARENTING WITH LOVE AND LOGIC:** Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.

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